



DEPARTMENT OF THE NAVY
COMMANDER, TASK FORCE IA
FPO AE 09501-6008

1610
Ser TF-IA/001
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From: Commander, Task Force Individual Augmentee (CTF-IA)
To: Officers in Charge, U.S. Naval Forces Central Command Forward
Headquarters Iraq, Afghanistan, and Kuwait
Supported Commanders, U.S. Central Command Area of
Responsibility

Subj: PERFORMANCE EVALUATION FOR INDIVIDUAL AUGMENTEE (IA)/AD-HOC
SAILORS UNDER INDIVIDUAL AUGMENTEE MANPOWER MANAGEMENT (IAMM)/
GLOBAL WAR ON TERRORISM SUPPORT ASSIGNMENT (GSA) ORDERS

Ref: (a) CNO Washington DC 072243Z Nov 07 (NAVADMIN 298/07)
(b) BUPERSINST 1610.10B

1. Officer fitness reports and enlisted evaluations are part of the U.S. Navy's culture in recognizing and documenting Sailors' performance. It is incumbent upon the Sailors, themselves, to ensure their performance is documented during deployment. The following guidance covers performance reporting for deployed Sailors assigned to Joint Manning Document (JMD) IA billet or Request For Forces (RFF)/Force Tracking Number (FTN) Ad-hoc unit requirements.

2. Per references (a) and (b), NAVCENT/CTF-IA guidance summarizes reporting requirements for Active Component (AC) and Reserve Component (RC) Sailors assigned to JMD/RFF/FTN billet requirements under IAMM and GSA orders.

3. Basic Terms

a. Parent Command/Supporting Command. The Sailor's permanent duty station that maintains Administrative Control (ADCON) of the Sailor.

b. Supported Command. The Sailor's assigned command during deployment that maintains Tactical Control (TACON) of the Sailor.

c. Regular Reporting Senior. For AC Sailors, reporting senior at the Sailor's permanent duty station. For RC Sailors, reporting senior at the Sailor's supported command.

d. Concurrent Reporting Senior. For AC Sailors, reporting senior at the Sailor's supported command.

e. Concurrent/Regular Report. Reporting Senior (supported commander) reports AC Sailor's performance based on Periodic schedule

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(see Table 1), and then submits report to the Sailor's parent command for endorsement.

f. Concurrent Report. Reporting Senior (supported commander) reports AC Sailor's performance not based on Periodic schedule (i.e., Detachment of Individual, Detachment of Reporting Senior, Special), and then submits report to the Sailor's parent command for endorsement.

4. Parent Command Responsibility. Must maintain regular performance report day-to-day continuity.

5. Sailor's Responsibility

a. For AC Sailors, provide performance input to aid Concurrent Reporting Senior in preparing a timely and complete report.

b. For RC Sailors, provide Regular Reporting Senior a copy of previous report and performance input to aid in preparing a timely and complete report. Performance input should also include enroute training, leave, and travel dates to ultimate duty station to ensure no gaps for day-to-day continuity.

6. Occasion of Reports

a. AC Sailors under IAMM or GSA orders will receive concurrent reports from their supported/TACON commanders. The supported command will submit/forward the report to parent command for endorsement. Boots on Ground (BOG) Sailors predominantly receive only one report prior to redeployment (i.e., Detachment of Individual). Reports will be provided on the following occasions:

- (1) Detachment of Reporting Senior (Officers only)
- (2) Detachment of Individual
- (3) Periodic Reports covering 90 days or more BOG (optional)
- Occasion for reports refer to Table 1

b. RC Sailors are recalled to active duty under IAMM orders only. Sailors receive regular reports from their reporting seniors. Sailors 365-days BOG predominantly receive more than one report prior to redeployment (i.e., Periodic and Detachment of Individual). Reports will be provided on the following occasions:

- (1) Detachment of Reporting Senior (Officers only)
- (2) Detachment of Individual
- (3) Periodic Reports covering 90 days or more BOG (see Table 1)

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7. Additional information

(a) Concurrent reports may exceed 15-months (excludes Concurrent/Regular report).

(b) Regular Periodic reports are not required if the ending date of the last report (i.e., Detachment of Individual, Detachment of Reporting) was less than 3 months earlier.

8. Fitness and evaluation Periodic reporting schedule.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	OFFICER AC/FTS/RC	ENLISTED AC/FTS/RC
JAN	O3	
FEB	O2	
MAR	W5, W4, W3	E5
APR	O5	E9
MAY	O1	
JUN		E4
JUL	O6	E3, E2, E1
AUG		
SEP	W2	E8, E7
OCT	O4	
NOV		E6
DEC		

TABLE 1

9. Our commitment is to work closely with the ground commanders to ensure the performance of Sailors serving in support of GWOT is fairly evaluated and accurately documented. Through the astute use of tools currently available, reporting seniors can eliminate unintended negative career impacts resulting from poorly documented performance while serving on IAMM or GSA ordered assignments.


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By direction